



QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

Course Name	Technical and Business Writing
Course Code	ENG105
Semester	Second
Credit Hours	03
Total Weeks	16/18
Total Hours	48/54
Total Marks	100
Pre-requisite	None

Course Objectives

- This course focuses at enhancing learners' abilities to communicate effectively in diverse business and real life situations by improving written and oral communication skills. The course has been designed with following objectives by providing the learners with the essentials of the Technical English Writing:
- To identify and address the needs for effective communication by developing communicative skills among learners. To sharpen learners' abilities to communicate in persuasive, clear and concise manner. To plan and organize effective written messages and present them in an appropriate form. To enhance students' understanding of different business concepts and techniques. To learn oral communication and forms of written communication: Resumes, Letters, Memos, Reports, Proposals, Applications, and Instructions. Specification of Documents etc.

Grading Criteria

Distribution	Weight
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

Recommended Books

- High School English Grammar and Composition By Wren & Martin

WEEK WISE BREAKDOWN

Week	Description
1	<ul style="list-style-type: none">• Sentence structure
2	<ul style="list-style-type: none">• Punctuation
3	<ul style="list-style-type: none">• Spelling Rules
4	<ul style="list-style-type: none">• Comprehension
5	<ul style="list-style-type: none">• Precis writing
6	<ul style="list-style-type: none">• Paragraph writing
7	<ul style="list-style-type: none">• Essay writing
8	<ul style="list-style-type: none">• Listening skill
Two Assignments + Two Test Mid Term Exam	
9	<ul style="list-style-type: none">• Speaking skill
10	<ul style="list-style-type: none">• Reading Skill
11	<ul style="list-style-type: none">• Writing Skill
12	<ul style="list-style-type: none">• Presentation Skill
13	<ul style="list-style-type: none">• Business letters + Application writing
14	<ul style="list-style-type: none">• Assignment writing
15	<ul style="list-style-type: none">• Revision
16	<ul style="list-style-type: none">• Final assignments and presentations
Two Assignments + Two Test+ Presentation Final Term	

Learning Outcomes:

On successful completion of the course, the student will acquire the listed skills:

- Maintain a company image in a document's content, execution, and appearance
- Use standard grammar, punctuation, and spelling in documents, clear and concise in formal technical writing
- Produce various types and formats of reports, memos, emails, resumes, letters, and newsletters definitions to meet particular needs or purposes.